



*Ready for school, ready  
to learn*

# **2006 - 2007 Operating Guidelines for Pre-Kindergarten Programs**

Alabama Pre-Kindergarten Initiative

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## **OPERATION AND SERVICES**

### **1.0 General Program Operations and Services Information**

#### **1.1 Purpose**

The purpose of the Alabama Pre-Kindergarten Program is to provide full day (6.5 hours of services), five days per week, and 175 days per year of appropriate children's program for eligible four year olds.

#### **1.2 Dates of Service**

The Pre-Kindergarten program shall operate within the dates stated in your contract.

#### **1.3 Task Force**

Each community must form a Collaborative Task Force to guide the Pre-Kindergarten program. The members of this group will plan for and contribute to the collaboration of community resources to provide a high quality program. Representatives of Department of Human Resources, School Systems, Health Department, Rehabilitation Services, local Children's Policy Councils, Chambers of Commerce and any others who serve families and children should be included. The Task Force should meet at least once per quarter.

#### **1.4 Mentors**

Each site must serve as a mentor to other sites that provide services to 4-year-olds (e.g., Head Start, private child care) in close proximity to site location. Mentorship involves sharing knowledge and information regarding best pre-k practices, sharing training opportunities, and allowing and/or conducting requested site visits for coaching and classroom recommendations.

### **2.0 Child/Family Eligibility**

#### **2.1 Age Requirement**

Children must be four years of age by or before September 1, based on acceptable documentation, such as birth certificates, passports, official medical documents, or official documents from other countries.

#### **2.2 Residency Requirement**

The child must be an Alabama resident and maintain residency while enrolled. For purposes of this program Alabama resident is defined as a child who resides in the state of Alabama, with proof of residence required (e.g. current utility bill).

#### **2.3 Parent Requirement**

Parents/Guardians must agree to abide by the terms listed in the Parent Contract (Appendix A).

### **3.0 Enrollment**

#### **3.1 Open Enrollment**

Enrollment for the program must be open and nondiscriminatory. There must be a wide distribution of registration notice in English or English/Spanish. Notice for enrollment **MUST** be posted one month in advance of enrollment date in local health departments, Children Policy Council meetings, and newspapers. Enrollment notices **MUST** include: (a) date, time, and location, of registration, (b) local nondiscriminatory and equal opportunity clauses, and (c)

selection procedure to be used. Enrollment **MUST** be based on either the first-come, first served, OR lottery policies. Individual providers determine the definition and implementation of such policies. Local policy must meet the needs of children and families in the community. Children cannot be denied participation on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (TITLE IX of the Educational Amendments of 1972 and Title 11 of the Vocational Education Amendments of 1976); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs.

### **3.2 Procedures for Dismissal of a Child from the Program**

Once a child has been enrolled, he or she cannot be dismissed from the Pre-Kindergarten program, UNLESS it is determined that he/she (1) is not benefiting from the program, (2) is chronically disruptive, (3) causes harm to himself /herself or others via biting and hitting, and/or (4) excessively absent or tardy . This determination can be made through information gathered by interventions to help the child benefit from the program, documentation of ongoing involvement of parents, and other program staff activities (i.e. local school system special education).

Parents must sign a NOTICE OF RECEIPT of the Pre-K Code of Student Behavior upon enrollment and be notified of potential dismissal of their child from the program via a written warning (Appendix Z). Second offenses must be addressed by the local Pre-K Administration and parent during a conference, during which the parent will be notified of the consequences of subsequent child behaviors. Third offenses may result in dismissal of the child from the program. However, documentation of all actions regarding student behavior must be sent to the Office of School Readiness for approval PRIOR TO dismissal.

It is the intent of OSR that NO CHILD is expelled or released from the Pre-K program unless ABSOLUTELY NECESSARY.

For special needs children, dismissal will be handled through the special education department of the local site.

### **3.3 Procedures for Chronic Absenteeism or Tardiness**

Children who do not attend on a regular basis or are routinely late to the program should be referred to the program director. A meeting with the parent should occur to determine the reasons for the problem and identify ways to resolve the problem. Inability to resolve the problem after documented interventions should be referred in writing to the Office of School Readiness.

*Note: Children, who do not attend class, are late, or have excessive absences for two consecutive weeks, without a medical or other reasonable explanation, can be removed from the roster. The Office of School Readiness must be notified in writing that such action has been taken immediately upon removal.*

### **3.4 Health Services**

The Pre-Kindergarten provider shall ensure that all children in the program have a Physical Examination Form within 30 days of enrollment (Appendix K) and **Annual Student Health Screening Records must be attached to the site's mid-year report and mailed to OSR by the last day in January (Appendix L).** Children that enroll mid-year must turn in Physical Examination Forms and Annual Student Health Screening Records within 30 days of enrollment. Copies of these forms should be immediately forwarded to the OSR. Children are not required to complete these examinations in order to register for the program. Pre-Kindergarten providers should work

with health departments and other health professionals to secure basic screens within the 90-day time frame.

A copy of the Health Screening and Physical Examination PARENT REPORT must be forwarded by each local Pre-K program to all parents AND OSR within 30 days after the receipt of all health information (Appendix M). **Parent reports may be sent to parents via CERTIFIED mail with delivery confirmation OR parents may sign a form (*developed and maintained by the local Pre-K site*) indicating receipt of the parent report.**

The Pre-Kindergarten provider shall ensure that evidence of age-appropriate immunizations or signed religious beliefs affidavit against such immunizations is maintained locally for each child. A current certificate of immunizations from Public Health or private provider must be submitted. Immunizations must be up-to-date and affidavits must be on file at registration of the child.

The Pre-Kindergarten provider must adhere to state licensing standards and federal and/or state law when administering medication to children.

OSR Pre-K Programs will incorporate lesson plans from “Smile Alabama” regarding oral health (i.e. *Healthy Teeth, Healthy You; Brushing is Important; Eat Healthy for Healthy Teeth; The Dentist is My Pal*) into the classroom daily routine.

### **3.5 Children with Disabilities**

A child who is eligible for the Pre-Kindergarten program and is identified as eligible for special education and/or related services under the Individuals with Disabilities Education Act (IDEA) shall not be denied access to the program. Appropriate special education, the child’s Individualized Education Program (IEP), and recommendations of the placement committee will determine related services placement. **Children with special needs will be referred for and/or will receive services through the local school system-special education. For contact information to local special education coordinators see Appendix BB.**

When the Pre-Kindergarten provider, **along with the parent**, refers a child suspected of having disabilities to the local school system, the referral request must be submitted to the special education program in the public school system in which the child resides. Note: Dual enrollment in public school system preschool disabilities classes and Alabama Pre-Kindergarten programs is acceptable.

## **4.0 Instructional Services/Curriculum**

### **4.1 Curriculum**

The Pre-Kindergarten provider shall present a complete educational program in accordance with age-appropriate practice and use an Office of School Readiness approved curriculum. Approved approaches are Creative Curriculum, High/Scope, Montessori, and Bank Street. **All classroom curricula and curriculum supplements MUST be approved by OSR PRIOR to purchase and implementation.**

### **4.2 Record Keeping**

Maintain and submit all documents required by the Office of School Readiness.

- The Parent Orientation Verification Form (Appendix E) and Parent Orientation Sign-In Sheet (Appendix F) must be submitted by the 30<sup>th</sup> day of program operation.

- Quarterly OSR Report Forms (Appendix H) and Child Demographic Forms (Appendix I) should be submitted by the last day of August, November, February, and May.
- TANF verification, consisting of the number of TANF children enrolled, must be submitted quarterly. E-mail verification to [trellis.smith@dca.alabama.gov](mailto:trellis.smith@dca.alabama.gov) is preferred.
- Teacher Credentials must be submitted by October 1.
- Mid-Year Reports (Appendix N) must be submitted by January 31<sup>st</sup>.
- End-of-Year Reports (Appendix P) must be submitted 30 days after the end of the program.
- Parent Conference Verification (Appendix R) must be attached to Mid- and End-of-Year Reports.

*Note: The Pre-Kindergarten provider must keep copies of all documents on file.*

*Note: All reports must be submitted by the dates listed above. **Failure to do so will result in withholding of funds.** Please see Timeline for OSR Pre-Kindergarten Sites for comprehensive list of forms and due dates (Appendix X).*

#### **4.3 Parent Participation**

Encourage family members to volunteer in the Pre-Kindergarten classroom. Families must participate in a minimum of six hours of family enrichment activities or workshops offered by the Pre-Kindergarten provider or the Office of School Readiness. Providers should offer at least eighteen hours of program opportunities for families to meet this requirement. Documentation of participation in family enrichment activities/workshops is required by use of the Family Enrichment Sign-In-Sheet (Appendix S).

At least two individual conferences per year between the lead teacher and parent/guardian, is expected and documented in each child's on-site file by use of the Parent Conference Verification Form (Appendix R). At the beginning of each year, an orientation meeting will be required. Two home visits per year are strongly encouraged. Please submit a schedule of **planned parent activities** to the OSR 30 days after the beginning of the program.

*Note: Parents who **DO NOT** fulfill the requirements of the Parent Contract will have his/her child dismissed from the Pre-K Program (see Parent Contract-Appendix A). However, parents will receive a warning and be given time to comply prior to the child's dismissal subject to the discretion of the local Pre-K program director. Written documentation of a parent's non-compliance must be sent to the Office of School Readiness prior to dismissal.*

#### **4.4 Student Discipline**

No employee shall use any form of corporal punishment (which includes but is not limited to paddling, striking, or hitting) as a method of discipline in the Pre-Kindergarten program. Behavior charts, daily/weekly rewards, excessive use of time-out are examples of inappropriate practices. Examples of appropriate practices include: redirection, encouragement, problem solving, effective planning, smooth and engaging transitions.

### **5.0 Equipment, Materials, and Supplies**

#### **5.1 Maintenance**

Pre-Kindergarten providers shall maintain appropriate equipment, materials, and supplies for each Pre-Kindergarten classroom.

## 5.2 Equipment, Materials, and Supplies

All programs **MUST** submit equipment, materials, and supplies purchase lists (Appendix J) to the Office of School Readiness for approval prior to purchasing. Classrooms must have all equipment, materials, and supplies listed in Appendix W. **Any classroom materials not listed in Appendix W must be approved by OSR PRIOR to purchase.** Technical Consultants will assist programs in the coordination of this process.

*Note: Failure to obtain prior approval will result in withholding of funds.*

## 5.3 Ownership of Equipment

After three consecutive years of operation, equipment, materials, and supplies are the property of the Pre-Kindergarten site. In the case of termination of the program prior to three years, either by the site or the OSR, equipment reverts to the OSR. **Within three years, if a site decides not to accept the OSR grant, all accumulated non-consumable materials/equipment purchased with grant monies must be transferred to another OSR site in that county. Details regarding the transference of materials/equipment must be arranged between the previous OSR site and new OSR site, and monitored by the assigned technical assistant.**

## 5.4 Continuation Programs

After all required equipment, materials and supplies are in place, programs in the second year of operation and beyond may use OSR funds to purchase computer hardware and/or playground equipment with prior approval from the OSR.

# 6.0 Delivery of Services

## 6.1 Classroom Delivery

Each classroom shall have:

- Licensed space for 18 children - 35 square feet per child in one room.
- Enrollment of 18 children (full funding is based on a class of 18).
- Waiting list to fill any vacancies that may occur throughout the year.
- Two adults (lead teacher, teacher assistant, and/or substitute) present at all times during the 6.5-hour day, with the exception of the rest time.
- **Children with special must have additional aides with them in the classroom if they require one-on-one individualized attention (in compliance with child's Individualized Education Plan-IEP)**
- Approved equipment, materials, and supplies.
- Age appropriate, **fenced-in**, playground available each day. Other opportunities for outside activities are encouraged (ex. trike trail, green space, gardens, etc.)

## 6.2 Program Delivery

The Pre-Kindergarten program shall provide 6.5 hours of children's program, five days per week, 175 days per year for eligible four-year-old children. Written lesson plans are required.

Using the Alabama Performance Standards as a guide, lesson plans should be based on age appropriate practice and include educational experiences in the areas of language, literacy, math, science, music and physical development.

### **6.3 Orientation**

An on-site orientation for all teaching and administrative staff and families shall be provided within 20 working days of commencement of Pre-Kindergarten services for children. **See Appendix AA for suggested topics to cover during parent orientation.**

### **6.4 Licensing**

The facility must hold a current license from the Department of Human Resources, (not required for programs administered by public school systems).

### **6.5 Accreditation**

If you are an accredited site, please send accreditation documentation to OSR 30 days after your program begins. The Office of School Readiness encourages all sites to pursue accreditation.

### **6.6 Substitutes**

The Pre-Kindergarten provider shall ensure that a substitute lead teacher and/or substitute teacher assistant is present and working when the regular teacher/s are absent, whether due to illness, required training or personal leave, etc. Long-term substitutes (i.e., lead teacher on maternity leave or extended leave longer than 3 weeks) should meet lead teacher requirements. **Each site is responsible for compensating all substitutes.**

### **6.7 Rest Time**

In order to maximize activities, rest time should not exceed one hour per day except to address specific needs of individual children. During the one hour scheduled rest period a ratio of one adult providing direct supervision to 18 children is acceptable. ***ALL OSR Pre-K Programs MUST provide rest time and use cots during rest time rather than mats for the children (in compliance with DHR Minimum Standards).***

### **6.8 Other Program Components**

Lunch, snacks, rest and supervised outdoor play are part of the Pre-Kindergarten program. Breakfast may be included at the discretion of the provider, but should be offered prior to initiation of the 6.5-hour day.

*Note: Breakfast as part of the children's program (i.e., a language development time, a center-time activity, etc.) is permissible. No part of the day may be religious in nature. A moment of silence is acceptable. Activities religious in nature must take place outside of the 6.5-hour school day.*

### **6.9 Program/Staff Hours**

The 6.5 hours of children's program shall begin no earlier than 7:30 a.m., with hours of operation as delineated in the original approved application.

The remaining 1-hour of the lead teacher and teacher assistants 7.5-hour funded day should be used for a variety of Pre-Kindergarten program activities, such as parent conferences, meetings with Technical Consultant, planning, etc.

### **6.10 Transportation**

Transportation services are not provided by OSR. However, individual sites that choose to provide transportation must adhere to local transportation guidelines, laws, and DHR Minimum Standards.

#### **6.11 Extended Day (Before and After School Care)**

The Office of School Readiness does not require or provide extended day services. Extended day services for Pre-Kindergarten children may be provided at the parent's expense. Income eligible families may receive services through the Department of Human Resources, Childcare Management Agency office or the Department of Family and Children's Services subsidized childcare.

#### **6.12 Assessment**

The Pre-Kindergarten provider shall ensure that child assessment procedures reflect appropriate practices for young children. Assessments should incorporate information from multiple sources, including health records, parental input, and child observations. Any assessment instruments used should be valid, reliable, culturally sensitive, and individually administered by trained personnel.

Some specific child assessment instruments will be required by OSR for standard assessment.

*Note: Use of pass/fail criteria, report cards, or letter grades are inappropriate practices.*

### **7.0 Program Fees**

#### **7.1 Children's Program Fees**

All children must receive the same opportunities during the 6.5-hour program day. Fees may be charged but are not to exceed \$25/week, **WITH PRIOR APPROVAL FROM DCA/OSR**. Field trips are a part of the program. Therefore, field trips made during the day must be free and available to all children. Pre-Kindergarten funds may be used to provide field trips or other appropriate activities to children. If dance, art, or computer classes, for example, are included in the 6.5-hour day, they must be free and available to all Pre-Kindergarten children.

No fees may be required of any child for services needed to operate the children's program, such as registration, field trips, curriculum fees, classroom supplies, etc. Voluntary donations may be requested; however, no child may be denied access for lack of donation.

*Note: The Pre-Kindergarten provider may charge additional fees for meals to children who do not qualify for free or reduced meal prices.*

#### **7.2 Extracurricular Activities**

Families will choose whether or not to participate in extracurricular activities, such as school photographs, T-shirts, etc. Families may be charged fees for these extracurricular activities.

*Note: If every Pre-Kindergarten child is photographed, this activity may occur during the program day.*

#### **7.3 Fee Structure**

Documentation that explains the fee structure for non-Pre-Kindergarten program days (holiday/vacation times) for children, transportation (optional) and/or food services shall be given to each family. Copies of this documentation should be kept on file.

#### **7.4 Uniforms**

Centers with uniform policies may request that parents dress children in uniforms. Program Directors are urged to provide uniforms for those who cannot afford them or work with community resources to secure uniforms.

#### **7.5 Graduation**

Graduation for four-year-old children is not an appropriate activity. More appropriate activities include, but are not limited to: a field day, an open house, family/child picnic, dinner, etc.

### **8.0 Office of School Readiness Technical Assistance**

#### **8.1 Technical Assistant Support**

The Technical Assistant will work closely with directors, teachers and assistants throughout the year and will be available for consultation purposes regarding questions about the program, problems with maintaining enrollment expectations, approval of equipment/materials/supplies requests, training needs, and other assistance.

*Note: Reports are to be sent to the OSR, all other contact should be through your assigned technical assistant.*

#### **8.2 On-Site Evaluation**

The Technical Assistant will conduct on-site monitoring and evaluate program progress during random visits throughout the year. During these visits assessments (i.e. ELLCO) will be compiled by the Technical Assistant and records to be kept on site will be verified. Stipulations with time-lines and recommendations will be developed for each site. Stipulations will require action; recommendations are strongly advised. Repeated violations of stipulations will be used to determine continuation of funding. A continuation of low scores on program assessments may result in a loss of funding.

Programs that continue to have unresolved programmatic problems or ongoing childcare licensing issues, despite technical assistance, might have their contract denied or cancelled.

## **PERSONNEL AND TRAINING**

### **9.0 General Personnel and Training Information**

#### **9.1 Criminal background Checks**

All Pre-Kindergarten program personnel must have had a satisfactory criminal background check and fingerprinting (regardless of the “grandfather clause”), with documentation on file with the provider. **Providers must** forward a copy of approval **OR** the criminal background application to OSR 30 days after the program begins or the teacher(s) are hired. Criminal background checks are also required of substitute teachers (*see DHR minimum standards*). Volunteer parents **MAY NOT** be left in the classroom unsupervised by classroom personnel.

#### **9.2 Employees**

All Pre-Kindergarten program personnel are employees of the Pre-Kindergarten provider, not the State of Alabama.

## **10.0 Lead Teachers**

### **10.1 Days of Service**

All lead teachers are funded for 182 days of service (175 days of classroom instructional services and 7 days of pre/post planning and/or staff training).

*Note: If a Pre-Kindergarten provider requires teachers to work more than 182 days, the provider cannot use Pre-Kindergarten program funds for this expense.*

### **10.2 Age Requirement**

All lead teachers must be at least 21 years of age or older.

### **10.3 Certification Requirements**

Lead teachers must be certified in Early Childhood Education, Elementary Education with a P-3 add on (*all Pre-K staff hired as OSR **lead** teachers prior to January 1, 2006 may be grandfathered into this requirement if they possess an Elementary Education degree*), have a 2- Year Child Development Degree and B.A. in Education, B.S./B.A. or Graduate degree in Early Childhood Education, OR a B.S. in Early Childhood Development or Human Environmental Science with a concentration in Child Development. Credentials must be submitted to OSR for verification no later than October 1. Experience and/or course work for Elementary Certification must be submitted for approval before hiring.

### **10.4 Lead Teacher Salary**

Lead Teacher salary must be based upon the Alabama Department of Education Teacher Salary Schedule. (See Appendix V)

## **11.0 Auxiliary Teachers**

### **11.1 Days of Service**

All teacher assistants are funded for 182 days of service (175 days of classroom instructional services and 7 days of pre/post planning and/or staff training).

*Note: If a Pre-Kindergarten provider requires teacher assistants to work more than 182 days, the provider cannot use Pre-Kindergarten program funds for this expense.*

### **11.2 Employment Requirements**

A teacher assistant must meet all of the following minimum requirements:

- Be at least 19 years of age.
- Possess a high school diploma or its equivalent.
- Possess a Child Development Associate **Credential** (CDA) and/or appropriate course work in the field of Early Childhood or Child Development (approved by the OSR) and appropriate experience (at least 12 months working in an early childhood or other OSR approved setting).

Certificates, experience and/or course work must be submitted to OSR for approval before hiring.

### **11.3 Assistant Salary**

A minimum salary of \$14,000 is required for assistants.

## **12.0 Training Requirements**

### **12.1 Attendance at Training**

All levels of administrative, teaching and support staff are required to attend training offered or approved by the Office of School Readiness. Teachers and assistants must attend a minimum of 40 hours of training each year. Training for the chosen curriculum is required.

*Note: Documentation of training hours must be kept on file by certificates of attendance*

### **12.2 Importance of Training**

In order to maintain quality-teaching standards, annual training is required for all staff directly associated with the Pre-Kindergarten program. Technical Consultants will verify attendance of staff at training sessions. Failure of providers and their staff to participate in training during the school year will place their program in noncompliance and may jeopardize future funding.

### **12.3 Intent of Teacher Training**

The Office of School Readiness offers multiple training opportunities for Pre-Kindergarten teachers/assistants. This training is not designed or intended to prepare personnel to become Pre-Kindergarten teachers. Training is intended to increase the skills and knowledge of teaching staff already prepared to teach in the Pre-Kindergarten program.

### **12.4 Training Reimbursement to Staff**

The provider shall ensure that Pre-Kindergarten funds are used to pay for substitutes and costs associated with staff travel (subsistence, mileage, etc.) to all required state training sessions. In addition, the providers shall reimburse staff for salaries and expenses incurred while attending required state training sessions.

## **FUNDING**

## **13.0 Contract Notification and Initial Budgets**

### **13.1 Awarding of Contracts**

Contracts will be awarded to Pre-Kindergarten providers through a competitive process, subject to funding availability, previous program compliance (for continuation programs), and identified regional need. Programs for FY 2005-2006, **and any programs thereafter**, will be provided funding for 4 years based on the availability of funding and adherence to OSR recommendations and stipulations. **AFTER THE FOURTH YEAR**, no current program will be eligible to receive OSR funds UNLESS there is universal Pre-K.

### **13.2 Notification and Contract Awards**

All approved programs receive written notification.

### **13.3 Class Budgets**

Classes with enrollments of 18 students receive full funding. Classes with less than full enrollment are subject to cancellation at the discretion of the Office of School Readiness. **Budgets for the upcoming year should be submitted to OSR no later than September 1.**

### **13.4 Contract Signatory**

The legal signatory for the program entity must sign the contract.

### 13.5 Disbursement of Funds

Funds to Pre-K programs will be disbursed in three equal payments, subject to the availability of funds. Anticipated disbursements of funds will be made at the end of October, January, and May.

### 13.6 Budget Guidelines

The following items may be included in your budget for OSR funds:

- Salaries for teacher and assistant
- Benefits for teacher and assistant
- Substitutes
- Training (including travel and lodging)
- Consumable and Instructional Materials and Supplies
- Equipment (classroom furnishings)\*
- Field Trips
- Parent Programs
- Home Visits (travel)
- Health Supplies
- Janitorial Supplies
- Safety Enhancement
- Administrative Time (no more than 6%)
- Utilities (maximum \$1,000)

- *All equipment over \$50.00 must be inventoried; inventories must be submitted with Mid-and End-of-Year Reports.*

The following items **MAY NOT** be included in your budget for OSR funds:

- Transportation (except for field trips)
- Vehicles
- Construction
- Video Equipment (televisions, VCRs, monitoring equipment)
- Space Rent
- Tuition for Children
- Computer Hardware (except for continuation programs with prior approval)
- Playground Equipment (except for continuation programs with prior approval)

If there are any items that you would like to include that are not listed or for any questions that you may have, please contact your Technical Assistant. Decisions on these items will be made individually.

**Note:** *ALL budget changes require prior approval from the OSR.*

## NON-COMPLIANCE

Failure to adhere to any of the above Operating Guidelines will result in the withholding of funds or termination of the program.

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## Alabama Pre-Kindergarten Program Parent Contract

Name of Program: \_\_\_\_\_ County: \_\_\_\_\_

The intent is for your child to gain the greatest possible benefits from this preschool experience.

As space is limited, selection to the program is a privilege that requires parental responsibilities. Each parent is asked to carefully consider the following requirements for participating in the program. Your signature will acknowledge that you understand and agree to abide by these guidelines.

**I agree to:**

1. Attend an orientation session at the beginning of the school year.
2. Attend one scheduled parent conference each semester resulting in two conferences per school year.
3. Meet with my child's teacher in my home if requested to do so.
- 4. Attend 6 hours of Family Enrichment Workshops per school year.**
5. Have my child at school by \_\_\_\_\_ a.m. (Children will not be admitted into the building before \_\_\_\_\_ a.m.)
6. Pick up my child at \_\_\_\_\_ p.m. (Children must be picked up no later than \_\_\_\_\_ p.m.)
7. Send a written excuse to my child's teacher for every absence.
8. Work cooperatively with my child's teacher by agreeing to follow the Discipline Policy.
9. Assume responsibility for my child's conduct.
- 10. Submit all appropriate forms and documentation to site location by given deadlines.**
11. Give permission to the Alabama Office of School Readiness to track the academic performance of my child for the next three years (pre-k through second grade).
12. Give permission to the Alabama Office of School Readiness to photograph my child engaged in instructional activity for OSR reports and publications (identifiable information **will not** accompany my child's photograph in OSR publications).

I understand that failure to comply with any of these guidelines will result in my child's dismissal from the Pre-Kindergarten Program.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Office of School Readiness -- Alabama Pre-Kindergarten Program  
**Site Budget Form**  
*(Standardized)*

Date: \_\_\_\_\_

Name of Program: \_\_\_\_\_

County: \_\_\_\_\_

Approved Budget Category	Approved Budget Amt.	Actual Cost
Personnel		
Fringe Benefits		
Travel (includes lodging)		
Training		
Administrative Supplies (includes janitorial & health supplies)		
Classroom Equipment		
Field Trips		
Instructional Materials		
Parent Program		
Other		

To be turned in at the beginning of the fiscal year, and with Mid- and End-of-Year- Reports

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**Demographic Information on Pre-Kindergarten Sites**

Name of Site:	
County:	
Physical Address:	
Fiscal Address:	
Name of Contact Person 1: Title of Contact Person: Phone Number: Email: Fax:	
Name of Contact Person 2: Title of Contact Person: Phone Number: Email: Fax:	
Number of Years in Operation: (OSR Pre-K)	
Start Up Date:	
Child Selection Procedure Utilized:	
<b>Amt. Parent Fees Charged:</b>	
Hours of Operation: (a.m.- p.m.)	
<b>NAME</b> of Lead Teacher:  Credentials:	
<b>NAME</b> of Auxiliary Teacher:  Credentials:	
Selected Curriculum:	
Accreditation Status:	
Ending Date for Year:	

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**Teacher Demographic Information Form**

Program Name: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Lead Teacher:**

Name of Degree \_\_\_\_\_

Date of Employment with Site: \_\_\_\_\_

Date of Employment with OSR Pre-K Program: \_\_\_\_\_

# Years in teaching profession \_\_\_\_\_

# Years teaching pre-kindergarten in professional career: \_\_\_\_\_

Date of termination from OSR Pre-K Program: \_\_\_\_\_

Reason for termination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Auxiliary Teacher:**

Name of Degree \_\_\_\_\_

Date of Employment with Site: \_\_\_\_\_

Date of Employment with OSR Pre-K Program: \_\_\_\_\_

# Years in teaching profession \_\_\_\_\_

# Years teaching pre-kindergarten in professional career: \_\_\_\_\_

Date of termination from OSR Pre-K Program: \_\_\_\_\_

Reason for termination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**Parent Orientation Verification**

Program Name: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Orientation: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_

Brief Summary of Orientation:

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- ☐ Attach copy of orientation agenda
- ☐ Attach copy of orientation sign-in sheet

**Orientation Verification must be submitted by the 30<sup>th</sup> day of program operation to:**

Department of Children's Affairs  
Office of School Readiness  
2 North Jackson Street, Suite 602  
Montgomery, AL 36104  
Fax: (334) 223-0712

NOTE: Copies of all forms should be kept on file

# Alabama Office of School Readiness Pre-Kindergarten Program Parent Orientation Sign-In Sheet

Program Name: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Orientation: \_\_\_\_\_

NOTE: Parent Orientation must be provided within 20 working days of commencement of Pre-Kindergarten services.

[illegible]

NOTE: All sign-in sheets should be kept on file

Alabama Office of School Readiness  
Pre-Kindergarten Program  
**Eligibility and Affirmation for TANF Services**

Child's Name \_\_\_\_\_ County \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_

Street \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you a parent of a child under 19? Yes ☐ No ☐ Do you have any related children under 19 living with you? Yes ☐ No ☐ *If no to both questions, you not eligible for TANF services. If either answer is yes, go to the next section.*

If you answer yes to any one of the questions from 1 to 7, skip to the Affirmation.

1. Do you receive Family Assistance benefits from the Department of Human Resources? Yes ☐ No ☐
2. Do you receive Food Stamp benefits? Yes ☐ No ☐
3. Do you or your children receive Medicaid benefits or All Kids? Yes ☐ No ☐
4. Does your child(ren), under age 19, living with you, participate in the reduced or free lunch program at school? Yes ☐ No ☐
5. Do you receive help with the cost of childcare for your child(ren) through the Childcare Management Agency or JOBS? Yes ☐ No ☐
6. Does your child(ren) attend Head Start? Yes ☐ No ☐
7. Do you or your child(ren) receive WIC? Yes ☐ No ☐

If the answer is yes to any of the above questions, your family is eligible for TANF services. If all the answers to the above questions are no, use the chart below to determine correct family size include parent(s) and/or related caretaker(s) and children under 19 who live together. *Circle the correct family size on the chart below.*

Size of Family Unit*	Gross Monthly	Gross Annual
1	\$1,497	\$17,960
2	\$2,020	\$24,240
3	\$2,544	\$30,520
4	\$3,067	\$36,800
5	\$3,590	\$43,080
6	\$4,114	\$49,360
7	\$4,637	\$55,640
8	\$5,160	\$61,920

\*For family units with more than 8 members and \$524 monthly or \$6,280 annually for each additional member.

Enter the name and gross income from wages and/or salary for each family member who is 19 or over.

Family Member	Monthly Gross Income from Wages/Salary	Annual Gross Income from Wages/Salary
1.		
2.		
3.		
Total Family Gross Monthly/Annual Income from Wages and/or Salary listed above.		\$

Family is income eligible for TANF services? Yes ☐ No ☐

**AFFIRMATION:** I certify under penalty of perjury that the information given above, including family size and gross income, is correct and true to the best of my knowledge. I understand that if I give incorrect/misleading information, I may have to pay for services that I received during my ineligibility.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness if Signed by X \_\_\_\_\_ Date \_\_\_\_\_

Case Manager \_\_\_\_\_ Date \_\_\_\_\_

Alabama Office of School Readiness  
Pre-Kindergarten Program  
**OSR Report Form**

Program Name: \_\_\_\_\_ County: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Report Month: \_\_\_\_\_

**Enrollment**

Number enrolled during current report month: \_\_\_\_\_

**Parent Participation**

Number of Family Enrichment Activities/Workshops during current report month: \_\_\_\_\_

Date	Topic	Number Attending	Credited Hours

- ☐ Attach any information (hand-outs, etc.) used at Family Enrichment Activities/Workshops
- ☐ Attach Family Enrichment sign-in sheet

**Task Force Meetings**

Date of meeting: \_\_\_\_\_ Number in attendance: \_\_\_\_\_

- ☐ Attach copy of meeting agenda
- ☐ Attach copy of meeting minutes

**TANF Verification**

Number of TANF children during current month: \_\_\_\_\_

Names of TANF children for the current month:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Report must be submitted **QUARTERLY** (by the last day of each reporting month to):**

Department of Children's Affairs  
Office of School Readiness  
2 North Jackson Street, Suite 602  
Montgomery, AL 36104  
Fax: (334) 223-0712

NOTE: Copies of all forms should be kept on file

Office of School Readiness -- Alabama Pre-Kindergarten Program  
**Child Demographic Form**

Program Name:\_\_\_\_\_ County:\_\_\_\_\_

Contact Person:\_\_\_\_\_ Telephone Number:\_\_\_\_\_

Report Month:\_\_\_\_\_

## Class Data

[illegible]

Please list any child(ren) that has withdrawn or was dismissed during this reporting period:

CHILD'S NAME	WITHDRAWAL DATE	DISMISSAL DATE	REASON FOR WITHDRAWAL/DISSMISSAL

Explain any child disabilities noted on [previous page](#):

CHILD'S NAME	TYPE OF SUSPECTED-DIAGNOSED DISABILITY/DELAY/MEDICAL CONDITION

Types of Disabilities/Delays/Medical Conditions Might Include:

Health Impairment  
Emotional/Behavior Disorder  
Speech/Language Disorder  
Mental Retardation  
Hearing Impairment  
Orthopedic Impairment

Visual Impairment  
Learning Disability  
Autism  
Traumatic Brain Injury  
Developmental Delay

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**Supply Purchase List**

Program Name: _____		County: _____	
Contact Person: _____			
Telephone Number: _____		Fax Number: _____	

**NOTE:** Any materials NOT listed in Appendix W MUST be approved by the assigned technical assistant PRIOR to purchasing.

Equipment/Materials/Supplies	Purpose/Use	Quantity	Price

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**Physical Examination Form**

*To be completed by child's nurse or physician*

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Date \_\_\_\_\_ HT \_\_\_\_\_ = \_\_\_\_\_ % WT \_\_\_\_\_ = \_\_\_\_\_ % BP \_\_\_\_\_

Eyes \_\_\_\_\_ Ears \_\_\_\_\_

Nose/Throat \_\_\_\_\_ Teeth \_\_\_\_\_

Heart \_\_\_\_\_ Circulation \_\_\_\_\_

Lungs \_\_\_\_\_

Skin \_\_\_\_\_ Nutrition \_\_\_\_\_

Special Conditions:

Allergies \_\_\_\_\_

Daily Medications \_\_\_\_\_

Other \_\_\_\_\_

Examined By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Office of School Readiness – Alabama Pre-Kindergarten Program  
**ANNUAL STUDENT HEALTH SCREENING RECORD**  
**PRE-K – 4<sup>TH</sup> GRADE**

*To be completed by Community Resource Provider (NOT Pre-K teacher or director)*

Name \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Last First Middle  
 Homeroom/Section \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_  
 Name of Health Insurance \_\_\_\_\_ Insurance # \_\_\_\_\_ Child's Soc. Sec.# \_\_\_\_\_  
 Temp \_\_\_\_\_ Pulse \_\_\_\_\_ Respiration \_\_\_\_\_  
**P = Passed F = Failed \* = See Note**

VISION	HEARING	DENTAL	HEIGHT/WEIGHT
Date _____ Circle one: P      F Signature _____ _____ Date _____ Circle one P      F Signature _____	Date _____ Circle one: P      F Signature _____ _____ Date _____ Circle one P      F Signature _____	Date _____ Comments: _____ _____ _____ Signature _____	Date _____ Inches _____ Pounds _____ Comments: _____ _____ Signature _____
Comments: Correction Obtained: Date _____ Correction Obtained: Date _____ Signature _____	Comments: Correction Obtained: Date _____ Correction Obtained: Date _____ Signature _____	Additional Notes _____ _____ _____ _____	Additional Notes _____ _____ _____ _____

Alabama Office of School Readiness  
Pre-Kindergarten Program  
Health Screening and Physical Exam Parent Report

To be completed by child's physician, nurse, community resource provider, **OR** site director

**SCHOOL:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_

**SCHOOL YEAR:** \_\_\_\_\_

Your child has been screened for:

<b>SCREENING:</b>	<b>DATE:</b>	<b>RESULTS:</b>
_____ Hearing _____ Passed	_____	_____ Needs an exam by medical doctor.
_____ Vision _____ Passed	_____	_____ Needs an exam by medical doctor.
_____ Dental _____ Passed	_____	_____ Needs an exam by a dentist.
_____ Height _____ Passed	_____	_____ Needs an exam by a medical doctor.
_____ Weight _____ Passed	_____	_____ Needs an exam by a medical doctor.
_____ B/P _____ Passed	_____	_____ Needs an exam by a medical doctor.

**Explanation:**

\_\_\_\_\_  
\_\_\_\_\_

**Results of Physical Examination:**

\*\*\*\*\*

PLEASE COMPLETE AND RETURN THE FOLLOWING INFORMATION BELOW TO YOUR SCHOOL NURSE.

**Referral Resources:**

\_\_\_\_\_ Yes, I need the name and telephone number of a local doctor.  
 \_\_\_\_\_ Yes, I need the name and telephone number of a local dentist.  
 \_\_\_\_\_ Yes, I need the name and telephone number of a local eye doctor.

**Health Insurance:**

\_\_\_\_\_ Yes, I have health insurance. Name of Insurance \_\_\_\_\_ # \_\_\_\_\_.  
 \_\_\_\_\_ Yes, I have ALL KIDS Insurance. Number: \_\_\_\_\_.  
 \_\_\_\_\_ Yes, I have Medicaid. Number: \_\_\_\_\_.  
 \_\_\_\_\_ Yes, I have Alabama's Child Caring Foundation Insurance. Number: \_\_\_\_\_.  
 \_\_\_\_\_ Yes, I need financial assistance.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Child's Teacher

\_\_\_\_\_  
Grade

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**Mid-Year Report**

Please send your responses to the following questions to the OSR by **January 31st**. Describe, in detail, your efforts and experiences within each of the following areas. This information will be used to help us assess our efforts for the upcoming year.

**General Program Operations**

- What is the name of your program?
- List all of the staff members that are involved with the operation of your OSR program? (Please list names, titles, # hours/week involved with program; job status – volunteer or paid)
- What are the daily hours of program operation?
- How many students were enrolled during each month of the program?

**Services Information**

- What health services does the program provide to the Children?
- Who provides such services?
- What support services are offered through the program to the children and their families?
- Who provides such services?

**Instructional Services Curriculum**

- How much training has program staff received on the curriculum implemented?
- What components of the curriculum are most challenging for program teachers to implement? What components are the easiest to implement?
- How many conferences were held with each of the parents?
- How many home visits were conducted with each parent/child?
- Did your program have parent orientation at the beginning of the school year?
- What have been some observations and comments of the parents?

**OSR Technical Assistance**

- How many times did the OSR technical assistant visit your site?
- How useful were the recommendations and information that the technical assistant shared with you?
- What were strengths of the technical assistant?
- What were weaknesses of the technical assistant?
- Give any additional comments that you have concerning the OSR technical assistant.

**Personnel and Training**

- What experiences have program teachers had in teaching four-year olds?
- List all staff accomplishments that occurred during the operation of the program.

### **Collaborative Task Force**

- How many collaborative task force meetings were held during the operation of the program?
- What representatives attended the above meetings?
- What were the outcomes of the meetings?
- What lessons were learned during the collaborative task force effort?
- What are the strengths and weaknesses of the task force?
- What are the advantages and disadvantages of meeting with the collaborative task force?
- What new partners were brought to the table?
- What have the program and children gained as a result of the collaborative task force?
- Attach minutes of the Collaborative Task Force meetings if at all possible.
- Give any additional comments that you have concerning the collaborative Task Force.

### **Assessment**

- Were child assessments conducted during the program?
- If so, what kind of an assessment was conducted?
- Who conducted the assessments?
- What were the results of the assessment?
- What are advantages and disadvantages of the assessment method that you used?

### **Mentorship**

- Provide a list of the programs that you assisted in your county.
- How did you assist the above-mentioned programs?
- What were the outcomes of your assistance?

### **Other**

- What are problems that were encountered during the operation of the program?
- What were special activities that occurred during the operation of the program?
- Share success stories and areas in need of improvement for next year.

### **Financial Report**

- List and provide documentation of program expenditures.
- Inventory list of equipment purchased with OSR funds (over \$50.00)

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**Mid-Year Teacher Training Verification**

Program Name: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Mid-Year Teacher Training Report (must be submitted with Mid-Year Report)**

Date	Topic of Training	Name/Position of Attendant	Credited Hours

Note: Certificates of attendance must be kept on file

# Alabama Office of School Readiness Pre-Kindergarten Program End-of-Year Report

**Instructions:** Two (2) copies of the final report are due within 30 days after the project has ended. If a delay in submitting the final report is expected, the grantee should notify the OSR Director.

**The final report should review and highlight all activities that occurred during the implementation phase of the pre-kindergarten program. It is important to include final outcome measurements that are keyed to the performance measurements in the approved grant.**

Name of Project: \_\_\_\_\_

County: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

## **I. Background**

Describe need for program. What problems did you hope to solve when you applied for state funding?

## **II. Activities**

Describe program activities. Describe in detail what happened during this grant cycle, and explain how you implemented program activities. If there were significant changes to your program since you began, or if the program was implemented differently than described in your original proposal, please describe those changes here. If you hired consultants, list credentials and define exactly what they were paid to do for the program.

## **III. Project Outcomes**

List Program outcomes. Provide any statistical information that helps document the outcomes of your program. It is very important to gather this kind of information so that your organization and OSR can document our successes.

Outputs measure the specific number of actions taken or the number of people directly affected by your activities. Outcomes measure the longer-term results of your activities. For example, a literacy training project organized three training classes. 50 people attended regularly, and 25 people are now able to read as a result of the training classes.

Outputs: 3 classes organized, 50 people attended

Outcomes: 25 people can now read.

In addition to output and outcome measures, write an explanation of how your project has impacted the problems you were trying to solve. Were there unexpected benefits?

**IV. Problems Encountered**

Describe problems encountered. What would you do differently if you were starting this program again? Describe any major problems that may have occurred during the implementation of your program. Knowing the types of difficulties you encountered and how you resolved them will be helpful to other grantees that may be interested in replicating your program.

**V. Program Continuation and Sustainability**

Describe plans for sustainability. Describe whether and how you intend to continue program activities after the end of the OSR grant period. Will the program continue with other funding, and if so, what other sources of funds have been identified? If the program is to be discontinued, has it served its purpose, or is there still a need to solve the problems that you were addressing? What additional steps are being taken to obtain resources needed to continue the project?

**VI. Conclusions and Recommendations**

Describe lessons learned during the implementation of the project. Include a review of ways that your experience may be helpful to others.

**VII. Describe Successes**

**VIII. Attachments**

Attach any material that helps to describe your project and documents your success, such as photographs, program data charts, news clippings, maps, videotapes, or website addresses. Also please attach copies of any written evaluations that may have been completed for your project. Include a final program expenditure form as well as the End-of the Year Teacher Training Verification form (Appendix Q – OSR Operating Guidelines).

**Two (2) Copies of the report must be submitted within 30 days after the project has ended to:**

Department of Children's Affairs  
Office of School Readiness  
2 North Jackson Street, Suite 602  
Montgomery, AL 36104  
Fax: (334) 223-0712

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**End-of-Year Teacher Training Verification**

Program Name: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**End-of-Year Teacher Training Report (must be submitted with End-of-Year Report)**

Date	Topic of Training	Name/Position of Attendant	Credited Hours

Note: Certificates of attendance must be kept on file

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**Parent Conference Verification**

Program Name: \_\_\_\_\_ County: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**Mid-Year Parent Conference (held before January 31<sup>st</sup>)**

Child's Name: \_\_\_\_\_ Date of Parent Conference: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

\*\*\*\*\*

**End of Year Parent Conference**

Child's Name: \_\_\_\_\_ Date of Parent Conference: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Parent Conference Verification must be submitted by the last day of program operation to:**

Department of Children's Affairs  
Office of School Readiness  
2 North Jackson Street, Suite 602  
Montgomery, AL 36104  
Fax: (334) 223-0712

NOTE: Copies of all forms should be kept on file

NOTE: Families must participate in a **minimum of 6 hours** of Family Enrichment Activities/Workshops each program year.

Total Number of Parents that attended Workshop: \_\_\_\_\_

34

Office of School Readiness – Alabama Pre-Kindergarten Program  
Log of Parent Involvement/Enrichment Hours

Program Name: _____ County: _____
Contact Person: _____ Telephone Number: _____

NAME OF PARENT/Name of Child		# hrs. Sept.	# hrs. Oct.	# hrs. Nov.	# hrs. Dec.	# hrs. Jan.	# hrs. Feb.	# hrs. March	# hrs. April	# hrs. May	# hrs. June
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											

To be turned in with Mid-and End-of-Year Reports

# Office of School Readiness Alabama Pre-Kindergarten Program Lending Library Form

Name of Program: \_\_\_\_\_ County: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please fill in the Resource # and Title/Description of items being requested.**

Resource#	Title/Description	Date Checked Out	Date Due

The Office of School Readiness is pleased to be able to provide the Lending Library as a service to all Alabama Pre-Kindergarten Programs.

In order for everyone to be able to utilize the materials and resources that are available, we ask for your cooperation in adhering to the following rules. Please read and sign this agreement.

1. A signed agreement must be submitted to the Office of School Readiness (OSR) each time any program wishes to borrow items from the Lending Library.
2. All items borrowed must be returned to the OSR in good condition on the date due. No additional items may be checked out if overdue items are on file with the Alabama Pre-Kindergarten Program Lending Library. If damage to an item is found when the item is returned, you will be assessed a replacement cost. This must be paid before other items can be checked out.
3. All items checked out with this agreement are due back to the Office of School Readiness two weeks after the checkout date. If items are late, programs will lose the privilege to check out additional material.

This agreement entitles me to use the resources from the Alabama Pre-Kindergarten Program Lending Library. I have read and understand the guidelines and agree that I am responsible for items that I check out. I will pay for any damages resulting from my use of these materials.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of OSR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Please fax or mail this request to:**

Alabama Pre-Kindergarten Program Lending Library  
2 North Jackson Street, Suite 602  
Montgomery, AL 36104  
Fax: (334) 223-0712

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**Alabama State Dept. of Education Teacher Salary Schedule**

***FY2007 Foundation Program***

**State Minimum Salary Schedule  
Classroom Teachers**

**Public School Experience - 187 Day Contract**

	<b>Bachelor</b>	<b>Master</b>	<b>6-Year</b>	<b>Doctoral</b>	<b>Non-Degree</b>
	<b>BS</b>	<b>MS</b>	<b>6Y</b>	<b>DO</b>	<b>ND</b>
<b>&lt; 3 yrs</b>	33,737	38,796	41,834	44,870	33,737
<b>&lt; 6 yrs</b>	37,109	42,675	46,015	49,356	37,109
<b>&lt; 9 yrs</b>	38,734	44,544	48,042	51,515	38,734
<b>&lt; 12 yrs</b>	39,253	45,142	48,675	52,208	39,253
<b>&lt; 15 yrs</b>	39,967	45,960	49,559	53,156	39,967
<b>&lt; 18 yrs</b>	40,878	47,010	50,689	54,366	40,878
<b>&lt; 21 yrs</b>	41,406	47,616	51,343	55,070	41,406
<b>24 yrs</b>	41,934	48,226	51,999	55,774	41,934
<b>&lt;27 yrs</b>	42,434	48,726	52,499	56,274	42,434
<b>27+ yrs</b>	42,934	49,226	52,999	56,774	42,934

The anniversary date of experience shall be used to determine the appropriate step for experience.

An employee is entitled to pay for an advanced degree in the monthly pay period that begins after the State Superintendent recognizes the advanced degree. If the contract period has ended, the increase in pay will become effective with the first pay period of the next contract. The advanced degree must be earned from a regionally accredited institution.

# Office of School Readiness

## Alabama Pre-Kindergarten Program

### Required Equipment, Materials & Supplies

**Priority One:** (must be included in all classrooms the first year of operation)

- Round, rectangular or kidney shaped tables; two or three tables are usually enough; children are comfortable working/playing on carpeted floors
- Child-sized chairs (*kindergarten size is usually best; some four year olds are tall!*)
- Large, colorful carpet for large group gathering and block play
- Rest mats
- Low shelves for storage and use as room dividers
- Storage containers for materials, multi-sized, preferably clear
- Storage for children's possessions
- Unit blocks, starter set
- Variety of small blocks such as: legos, bristle, wood, cardboard bricks, building logs, Duplo, small wood, waffle and etc. (*Minimum of 4 sets*)
- Block play props such as: set of small vehicles, multi-cultural people figures, career people figures, traffic signs, animal figures, steering wheels and etc. (*Minimum of 8 sets*)
- Variety of puzzles; include puzzles with many different subjects and number of pieces, floor puzzles, 3-D puzzles and etc. (*Minimum of 12 puzzles*)
- Variety of manipulatives such as: gears, pattern blocks and cards, pegs and peg boards, shape, picture and letter templates, sorting sets, beads for stringing, counters (ex. Multi-colored-sized bears, unifix cubes, animals, shapes), 3-D letters and numbers, tactile materials, stacking toys, parquetry blocks, magnetic play set, geoboards, balance scale, magnetic marbles and wand and etc. (*Minimum of 10 sets*)
- Wide variety of children's books; include rhyming alliteration, predictable, informational, classics, award winners, nursery rhymes, poetry (*Minimum of 36 books, either classroom or from a library*)
- Variety of big books (*Minimum of 6*)
- Class/child made books, photo books of class trips or events
- Pillows, rug, child sized rocker or beanbag chairs for reading area
- Rhyming, alphabet, number puzzles, games and pictures
- Dramatic play kitchen set
- Dramatic play home props such as: dishes, pots and pans, eating and cooking utensils, food containers, plastic food sets, empty food containers, small appliances with cords cut, dress-up clothes, shoes, purses, hats, mirror, place mats, measuring cups, spoons, graduated size mixing bowls, glasses, broom, mop, vacuum cleaner, hair dryer, curling iron, notepads, writing instruments, books, magazines, telephones and telephone book (*parents and others will donate many of the listed items; "real" items work well*)
- Variety of dolls

- Furniture for dolls
- Variety of paint (tempera, finger, water color), crayons (“fat” and small), markers, colored pencils and other drawing/painting media
- Paper in a variety of sizes, shapes, weight, texture, colors
- Double easel
- Paint brushes, sponges, sponge brushes and other painting instruments
- Paint cups
- Art aprons
- Stencils
- Glue
- Play dough/clay
- Clay cutters and other clay play equipment
- Children’s scissors
- Variety of materials for children’s creating such as: sequins and spangles, paper shapes, yarn, string, ribbon, felt, paper and fabric scraps, wallpaper samples, wiggly eyes, lace, chenille strips, glitter, pom poms, staplers (*minimum 3*) and hole punchers (*minimum 5*)
- Variety of tape such as: masking, clear, colored, plastic
- Staplers, (*3*)
- Hole punchers, at least (*5*)
- Sidewalk chalk
- White and colored drawing chalk
- Cassette/CD player
- Variety of music tapes/CDs for children (*minimum 10*)
- Children’s musical instruments school-made or purchased (*set of 10*)
- Materials for writing center/area such as: pencils, pens, markers, crayons, old computer keyboard, catalogs, office forms, “junk” mail, telephones, guest checks, receipt books, order forms, children’s name cards, variety of paper and any other items that entice children to “write”
- Paper, notebooks, pads and writing instruments to be placed in all centers/areas
- Gross motor materials such as: balls, streamers, parachute, riding toys, hoops, large balls/bats, short basketball goal, ring toss, folding tent, and wagons

\*Note: Always include upper and lower case in alphabet sets

**Priority 2:** (may be added after priority 1 requirements are met)

- Additional unit blocks
- Hollow blocks
- Additional block sets
- Large vehicles for block play
- Sand and Water table(s)
- Sand and Water play toys such as: buckets, cups, measuring cups, sifter, funnel, tubing, sponges, small cars, trucks, squeeze bottles, spray bottles, boats, dishwashing liquid, variety of molds including alphabet and numbers

- Variety of puppets
- Puppet stage
- Stuffed animals
- Flannel board and materials
- Magnetic board and a variety of magnets
- Dry erase board and markers
- Additional dramatic play props
- Additional manipulatives
- Additional materials for creating in Art
- Drying rack
- Additional “found” materials
- Additional paint and play-doh/clay colors
- Pipe works
- Child sized sofa and chair
- Play house, farm garage and etc.
- Tool box, tools, workbench, safety glasses
- Additional dolls and doll accessories
- Canister set
- Tablecloth
- Luggage
- Additional dress-up props
- Play mats such as: town, farm, zoo, and etc.
- Additional colorful rugs
- Chart rack

Office of School Readiness  
Alabama Pre-Kindergarten Program  
**Time Line**

<b>STATUS</b>	<b>TASK</b>	<b>DATE</b>
	<b>Parent Contracts Signed</b>	During enrollment
	<b>Pre-K Code of Student Behavior- Notice of Receipt</b>	During Enrollment
	<b>Classroom Budget (standardized form)</b>	October 3 and with Mid- and End-of-Year Reports
	<b>Site Demographic Information Sheet</b>	October 3
	<b>Teacher Demographic Information Form</b>	October 3
	<b>Parent Orientation Verification Form Parent Orientation Sign-In Sheet</b>	30 days after program starts
	<b>Planned Parent Activities for the Year</b>	30 days after program starts
	<b>Copies of Staff Background Checks</b>	30 days after program starts
	<b>Original TANF forms</b>	30 days after program starts
	<b>Accreditation Documentation</b>	30 days after program starts or soon after it is granted
	<b>OSR Report Form</b>	Last day of August, November, February, and May
	<b>Child Demographic Form</b>	Last day of August, November, February, and May
	<b>Supply Purchase List</b>	Ongoing (as needed)
	<b>Physical Examination Form</b>	30 days after program starts
	<b>Student Health Screening Record</b>	Attach to Mid-Year Report
	<b>Mid-Year Report</b>	Last day in January
	<b>Mid-Year Teacher Training Verification Form</b>	Attach to Mid-Year Report
	<b>Health Screening and Physical Exam Parent Report</b>	Attach to Mid-Year Report
	<b>End-of-Year Report</b>	30 days after end of program
	<b>End-of-Year Teacher Training Verification Form</b>	Attach to End-of-Year Report
	<b>Parent Conference Verification</b>	Attach to Mid- and End-of-Year Reports
	<b>Family Enrichment Sign-In-Sheet</b>	Attach to Mid- and End-of-Year Reports
	<b>Parent Involvement/Enrichment Hours Log</b>	Attach to Mid- and End-of-Year Reports
	<b>OSR Equipment Inventory</b>	Attach to Mid- and End-of-Year Reports
	<b>OSR Lending Library Form</b>	As Needed
	<b>Parent Surveys</b>	Before Last Day of Class

Office of School Readiness  
**Suggested Parent Enrichment Workshops**

1. Career Opportunities for Parents
2. Dealing with Grief
3. Life Changes that Affect Children
4. Safety with Children
5. Early Intervention; Identifying Children with Special Needs
6. APT/Ready to Learn
7. Kindergarten Readiness
8. Child/Infant CPR
9. Early Literacy
10. Integrating Environmental Print
11. Family Support Services
12. Healthy Eating Habits
13. Healthy Teeth, Healthy Mouth, Healthy You
14. Child Health and Nutrition
15. Transitioning to Kindergarten
16. Fire Safety
17. Problem Solving
18. Building Healthy Family Relationships
19. Active Parenting
20. Physical Fitness for your Child
21. Characteristics of Four-Year-Olds
22. Effective Discipline; Behavior Management
23. Building Your Child's Self-Esteem
24. Child Abuse
25. Parent Involvement
26. Setting Boundaries with Children
27. Cooking with Kids
28. Parent/Child Interaction
29. Child's Play; Learning Through Play
30. Techniques to Extend Conversation
31. Preschool Curriculum
32. Motherread/Fatheread
33. Coping with the Stress of Being a Parent
34. How to Help Your Child Become Successful
35. Household Hazards
36. Germs & Hand washing
37. Educational Toys
38. Community Safety

Office of School Readiness  
**Pre-K Code of Student Behavior- Notice of Receipt**

*To be signed and immediately returned to school*

I, \_\_\_\_\_, have a child enrolled in the OSR Pre-K program at \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_. I/we acknowledge by my/our signatures that

Name of Pre-K Site

I/we received, read or had read to me/us section 3.2 of the *Operating Guidelines for Pre-Kindergarten Programs* which is the Pre-K Code of Student Behavior. We understand that these procedures apply to ***all*** students and parents in the OSR Pre-K program and at activities and events sponsored or supervised by OSR Pre-K program staff.

**Note:** *If the child lives with both parents or guardians, both are to sign the statement. If the child lives with only one parent, only one signature is required.*

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

Date \_\_\_\_\_

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Child's Name \_\_\_\_\_

Office of School Readiness  
**Suggested Topics to Cover During Parent Orientation**

1. State/local Guidelines for Program Operation
2. How to Complete Required Paperwork
3. Developmentally Appropriate Practice for 4-Year-Old
4. Developmental Checklist
5. What Parents Should Expect from Program
6. What Program Staff Will Expect from Parents
7. Anticipated Outcomes of Participation in Program
8. Upcoming Events and Deadlines

Office of School Readiness  
**ALABAMA SPECIAL EDUCATION COORDINATORS**

Albertville City	Ms. Sharon Brown	(256) 891-1183	107 West Main Street, Albertville, AL 35950	sbrown@albertk12.org	(256) 891-6303
Alexander City	Ms. Pat Mann	(256) 234-5074	375 Lee Street, Alexander City, AL 35010	pmann@alex.k12.al.us	(256) 234-8649
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Arab City	Mr. Billy D. Roy	(256) 586-6011	750 Arabian Drive, NE, Arab, AL 35016-1161	broy@arabcityschools.org	(256) 586-6013
Athens City	Dr. Patricia Austin	(256) 233-6600	313 E. Washington St, Athens, AL 35611-2698	pat.austin@acs-k12.org	(256) 233-6640
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Auburn City	Dr. Shana Smith	(334) 887-2100	Post Office Box 3270, Auburn, AL 36831-3270	sbsmith@auburnschools.org	(334) 887-2107
Autauga Co.	Ms. Lillie Bowling Young	(334) 361-3843	127 West 4th Street, Prattville, AL 36067-3011	lillieb@autaugacountyschool.org	(334) 365-1672
Baldwin Co.	Ms. Roxanna Carpenter	(251) 972-6860	1091 B Avenue, Loxley, AL 36551	rcarpenter@bcbe.org	(251) 972-6861
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Bessemer City	Dr. Carmelita Bivens	(205) 432-3002	Post Office Box 1230, Bessemer, AL 35021	cbivens@bessk12.org	(205) 432-3087
Bibb Co.	Ms. Vicki Brown	(205) 926-9881	157 S. W. Davidson Dr., Centreville, AL 35042	brownv@bibbed.org	(205) 926-5075
Birmingham City	Dr. Ruth Tucker	(205) 231-4780	Post Office Box 10007, Birmingham, AL 35202	rstucker@bhamcityschools.org	(205) 231-4825
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Boaz City	Mrs. Joan Noel	(256) 593-7311	907 Brown Street, Boaz, AL 35957	jnoel@boazk12.org	(256) 593-8780
Brewton City	Dr. Baxter Baker	(251) 867-8400	811 Belleville Avenue, Brewton, AL 36426	bbaker@brewtoncityschools.org	(251) 867-8403
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Butler Co.	Dr. Reginald Eggleston	(334) 382-2665	215 Administrative Dr., Greenville, AL 36037	reginald.eggleston@butlerco.k12.al.us	(334) 382-1280
Calhoun Co.	Ms. Janice Cain	(256) 741-7435	Post Office Box 2084, Anniston, AL 36202	jcain@calhoun.k12.al.us	(256) 237-5332
Chambers Co.	Ms. Diane Sherriff	(334) 864-9466 X203	Box 408-D, LaFayette, AL 36862	sherriffdg@chambersk12.org	(334) 864-9619
Cherokee Co.	Dr. Trina Fortner	(256) 927-5893	130 East Main Street, Centre, AL 35960-1599	tfortner@cherokee12.org	(256) 927-4204
Chilton Co.	Dr. Lynn Boyd	(205) 280-2917	1705 Lay Dam Road, Clanton, AL 35045	lboyd@chilton.k12.al.us	(205) 755-6549
Choctaw Co.	Mr. Douglas L. Marsh	(205) 459-3031 X235	107 Tom Orr Drive, Butler, AL 36904	ccboe@choctawboe.k12.al.us	(205) 459-3037
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Clay Co.	Dr. Jo Anne Blair	(256) 354-5414	Post Office Box 278, Ashland, AL 36251	blairj@clayk12.org	(256) 354-5415
Cleburne Co.	Ms. Kathy Sage	(256) 463-5624 X107	93 Education Street, Heflin, AL 36264	ksage@cleburneschools.net	(256) 463-5709
Coffee Co.	Ms. Becky Hardiman	(334) 897-5016	400 Reddoch Hill Road, Elba, AL 36323	becky@coffeecounty.k12.al.us	(334) 897-6207
Colbert Co.	Ms. Vicki Turberville	(256) 386-8565	1101 Hwy 72 East, Tuscumbia, AL 35674	vturberville@colbert.k12.al.us	(256) 381-9375
Conecuh Co.	Ms. Rita Young	(251) 578-7073	506 Reynolds Avenue, Evergreen, AL 36401	ryoung@conecuh.k12.al.us	(251) 578-7082
Coosa Co.	Mr. William S. Walker	(256) 377-4430 X24	Post Office Drawer 37, Rockford, AL 35136	wwalker@coosaschools.k12.al.us	(256) 377-2385
Covington Co.	Ms. Shirley Whisonant	(334) 222-7571	Post Office Box 460, Andalusia, AL 36420	jsowell@cov.k12.al.us	(334) 222-7573
Crenshaw Co.	Mr. Randy Wilkes	(334) 335-6519 X 3	183 Votec Drive, Luverne, AL 36049	rwilkes@crenshaw-schools.org	(334) 335-6510
Cullman City	Ms. Bobbi Burmester	(256) 734-2233 X22	301 1st Street NE, Suite 102, Cullman, AL 35055	bburmester@cullmancats.net	(256) 775-0151
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Daleville City	Dr. Katheryne Magwood	(334) 598-4463	626 N. Daleville Avenue, Daleville, AL 36322	Magwoodk@daleville.k12.al.us	(334) 598-9006

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DeKalb Co.	Ms. Pam Gann	(256) 638-4131	Post Office Box 1668, Rainsville, AL 35986	pfgann@dekalbk12.org	(256) 638-4073
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Geneva Co.	Mr. Rufus Lee	(334) 684-5694	Post Office Box 250, Geneva, AL 36340	gallowayg@genevacoboe.org	(334) 684-5601
Greene Co.	Ms. Emma Louie	(205) 372-3161 X16	220 Main Street, Eutaw, AL 35462-1002	Greene032@aol.com	(205) 372-3247
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Hale Co.	Ms. Osie A. Pickens	(334) 624-7742	1115 Powers Street, Greensboro, AL 36744	opickens@halek12.org	(334) 624-0475
Haleyville City	Ms. Mitzi Petty	(205) 486-5824	2011 20th Street, Haleyville, AL 35565	mpetty@havc.k12.al.us	(205) 486-2613
Hartselle City	Mr. Jamie Roden	(256) 773-0717	305 College St., N.E., Hartselle, AL 35640	jamie.roden@hcs.k12.al.us	(256) 773-5433
Henry Co.	Ms. Lesa Granberry	(334) 585-2206 X230	Post Office Box 635, Abbeville, AL 36310	LGranberry@henryschoools.org	(334) 585-2551
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Huntsville City	Dr. Amosene Sledge	(256) 428-6872	PO Box 1256, Huntsville, AL 35807-4801	asledge@hsv.k12.al.us	(256) 428-6871
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Limestone Co.	Mr. Jack Mullins	(256) 232-5353	300 South Jefferson Street, Athens, AL 35611	Jack.Mullins@lcsk12.org	(256) 233-6699
Linden City	Ms. Iris Lartey-Richardson	(334) 295-8802	PO Box 480579, Linden, AL 36748-0609	irichardson@lindencity.org	(334) 295-8801
Lowndes Co.	Ms. Alicia Hodge	(334) 548-2131	PO Box 755, Hayneville, AL 36040-0755	ahodge@lowndesboe.org	(334) 548-5513
Macon Co.	Ms. Venesia McClaney	(334) 727-1600	PO Box 830090, Tuskegee, AL 36083-0090	mcclaneyv@maconk12.org	(334) 724-9990
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Marion Co.	Ms. Eva Carol Sartain	(205) 921-3191	188 Winchester Dr., Hamilton, AL 35570	mcbe@sonet.net	(205) 921-7336
Marshall Co.	Ms. Annie Spike	(256) 582-3994	12380 U.S. Hwy 431 S., Guntersville, AL 35976	spikeaj@marshallk12.org	(256) 582-8799
Midfield City	Ms. Sherron Morrow	(205) 923-2262	417 Parkwood St., Midfield, AL 35228	smorrow@midfield.k12.al.us	(205) 929-0585
Mobile Co.	Dr. Shelia M. Martin	(251) 221-4220	Post Office Box 1327, Mobile, AL 36633-1327	smartin@mcps.com	(251) 221-4232
Monroe Co.	Ms. Phyllis A. Cook	(251) 743-3194	PO Box 967, Monroeville, AL 36461-0967	pcook@monroe.k12.al.us	(251) 575-9353
Montgomery Co.	Dr. Cynthia Short	(334) 269-3809	1153 S. Lawrence St, Montgomery, AL 36104	cynthia.short@mps.k12.al.us	(334) 269-3799
Morgan Co.	Ms. Venita Jones	(256) 309-2117	1325 Pt. Mallard Pkwy S.E., Decatur, AL 35601	vwjones@morgank12.org	(256) 309-2179
Mountain Brook	Ms. Sylvia Harper	(205) 414-3836	3640 Bethune Dr., Mountain Brook, AL 35223	harpers@mtnbrook.k12.al.us	205-414-3829
Muscle Shoals	Ms. Emily Stewart	(256) 389-2676 X1080	PO Box 2610, Muscle Shoals, AL 35662-2610	estewart@mscs.k12.al.us	(256) 389-2675
Oneonta City	Ms. Bitsy Fendley	(205) 625-4106	27605 State Hwy 75, Oneonta, AL 35121	bfendley@oneonta.k12.al.us	(205) 274-2910
Opelika City	Mr. Ottis Stephenson	(334) 741-5601	Post Office Box 2469, Opelika, AL 36803-2469	Ottis.Stephenson@opelikaschools.org	(334) 741-5602
Opp City	Ms. Emily Edgar	(334) 493-3173	Post Office Box 840, Opp, AL 36467	eedgar@opboe.com	(334) 493-3060
Oxford City	Ms. Khristie Goodwin	(256) 831-0139	310 East Second Street, Oxford, AL 36203-1799	kgoodwin@oxford.k12.al.us	(256) 831-8620
Ozark City	Ms. Susan Cox	(334) 774-5197	928 E. Andrews Street, Ozark, AL 36360	scox@ocbe.k12.al.us	(334) 774-2685
Pell City	Ms. Christa Bryant	(205) 884-4440	1000 Bruce Etheredge Pkwy, Suite 201, Pell City, AL 35218	pcssspedbryant@yahoo.com	(205) 814-1010
Perry Co.	Ms. Lizzie Plenty-Hudson	(334) 683-4974	Post Office Box 900, Marion, AL 36756	plenty_hudson@hotmail.com	(334) 683-8427
Phenix City	Ms. Mary Jane Riley	(334) 298-0534	PO Box 460, Phenix City, AL 36868-0460	mjriley@pcboe.net	(334) 298-2674
Pickens Co.	Mr. Kenneth M. Vassar	(205) 367-2064	Post Office Box 32, Carrollton, AL 35447	vassark@pcboe.org	(205) 367-8404
Piedmont City	Ms. Karen Kisor	(256) 447-8831	502 Hood Street West, Piedmont, AL 36272	kkisor@piedmont.k12.al.us	(256) 447-6486
Pike Co.	Ms. Karen Berry	(334) 566-1850 X2	101 W. Love Street, Troy, AL 36081-2613	kberry@pikecountyschools.com.	(334) 566-2580
Randolph Co.	Ms. Lemoyen Hunter	(256) 357-2176	Post Office Box 290, Wedowee, AL 36278	rcboe@randolph.k12.al.us	(256) 357-4844
Roanoke City	Ms. Donna Hodges	(334) 863-6819	Post Office Box 1367, Roanoke, AL 36274	dhodges@roanokecityschools.org	(334) 863-2849
Russell Co.	Ms. Vivian Relf	(334) 855-0516	91 Poorhouse Road, Seale, AL 36875	relfv@russellcsd.net	(334) 855-4830
Russellville City	Mr. George Harper	(256) 331-2000 X8	Post Office Box 880, Russellville, AL 35653	gharper@rcs.k12.al.us	(256) 332-7323
Scottsboro City	Mr. Scott Keeling	(256) 218-2108	906 South Scott Street, Scottsboro, AL 35768	skeeling@scottsboroschools.net	(256) 218-2190
Selma City	Ms. Melvia E. Holmes	(334) 874-1613	Post Office Box F, Selma, AL 36702-0318	melvia.holmes@selmacityschools.org	(334) 874-1604
Sheffield City	Mr. David Jones	(256) 383-0400 X4	300 W. Sixth Street, Sheffield, AL 35660-2801	djones@scs.k12.al.us	(256) 386-5704
Shelby Co.	Dr. Marla Aldrich	(205) 682-5850	110 Stadium Dr., Alabaster, AL 35007	maldrich@shelbyed.k12.al.us	(205) 682-5855
St. Clair Co.	Ms. Judy Dixon	(205) 594-2267	33205 U.S. Hwy 231, Ashville, AL 35953-6254	spcedstclair@yahoo.com	(205) 594-4441
Sumter Co.	Mr. Jeffery Grant	(205) 652-9605 X101	Post Office Box 10, Livingston, AL 35470	jlgrant@sumter.k12.al.us	(205) 652-9641
Sylacauga City	Dr. Phyllis Mayfield	(256) 249-7012	605 W. Fourth Street, Sylacauga, AL 35150	mayfieldp@mail.sylacauga.k12.al.us	(256) 249-7033
Talladega City	Mr. Doug Campbell	(256) 315-5630	501 South Street East, Talladega, AL 35160	DC@mail.talladega-cs.net	(256) 315-5606
Talladega Co.	Ms. Gayle Jones	(256) 315-5134	Post Office Box 887, Talladega, AL 35161-0887	gjones@tcboe.org	(256) 315-5125
Tallapoosa Co.	Ms. Deborah Wyatt	(256) 825-1023	125 N Broadnax St, Rm 113, Dadeville, AL 36853	dwyatt@tallapoosak12.org	(256) 825-1003
Tallassee City	Mrs. Jan Williamson	(334) 283-5675	308 Kings Street, Tallassee, AL 36078	jan.williamson@tcschools.com	(334) 283-4338
Tarrant City	Mrs. Linda Guetschoff	(205) 849-3700	1318 Alabama Street, Tarrant, AL 35217	Guetschoffl@tarrant.k12.al.us	(205) 849-3728
Thomasville City	Ms. Cheryl Martin	(334) 636-9955 X8606	300 Quincy-Ingram St, Thomasville, AL 36784	cmartin@thomasvilleschools.org	(334) 636-4096
Troy City	Mr. Jimmy Mathews	(334) 566-4351	Post Office Box 529, Troy, AL 36081	mathewsj@troyschools.net	(334) 566-9761
Trussville City	Mr. John Barnacastle	(205) 228-3025	113 N. Chalkville Road, Trussville, AL 35173	John.Barnacastle@trussvillecityschool s.com	(205) 655-3047
Tuscaloosa City	Ms. Debbie Anderson	(205) 759-3557	Post Office Box 038991, Tuscaloosa, AL 35403	danderso@tusc.k12.al.us	(205) 759-3551

## Appendix BB

Tuscaloosa Co.	Dr. Polly Moore, Assistant Superintendent	(205) 342-2789	Post Office Box 2568, Tuscaloosa, AL 35403	polly.moore.co@tcss.net	(205) 342-2729
Tuscumbia City	Dr. Barbara Pounders	(256) 389-2900	300 E. Seventh St, Tuscumbia, AL 35674-2502	bcpounders@tuscumbia.k12.al.us	(256) 389-2903
Vestavia Hills	Ms. Carolyn Baumgartner	(205) 402-5124	PO Box 660826, Birmingham, AL 35266-0826	baumgartnercc@vestavia.k12.al.us	(205) 402-5134
Walker Co.	Ms. Sandra Crump	(205) 387-0555	Post Office Box 311, Jasper, AL 35502-0311	crumps@walkercountyschools.com	(205) 387-7245
Washington Co.	Ms. Betty Moorer	(251) 847-2401	Post Office Box 1359, Chatom, AL 36518	betty.moorer@washcoschsk12.org	(251) 847-6348
Wilcox Co.	Dr. Rosie Shamburger	(334) 682-5917	Post Office Box 160, Camden, AL 36726-0160	boeshamburg@wilcoxschools.org	(334) 682-5809
Winfield City	Ms. Becky Adams	(205) 487-4255	Post Office Box 70, Winfield, AL 35594-0070	beckyadams@winfieldal.org	(205) 487-4603
Winston Co.	Ms. Georganna Comeens	(205) 489-3439	Post Office Box 9, Double Springs, AL 35553	gcomeens@winstonk12.org	(205) 489-3203
Alabama Department of Youth Services	Ms. Queen Barker	(334) 215-3850	Post Office Box 66, Mt. Meigs, AL 36057	qbarker@mail.state.al.us	(334) 215-3011
J. F. Ingram State Tech College	Ms. Rosie Edwards*	(334) 514-6147	P.O. Box 220350, Deatsville, AL 36022	<a href="mailto:redwards@ingram.cc.al.us">redwards@ingram.cc.al.us</a>	(334) 415-0265

\*Acting

Update 4/7/2006

Updated 4/12/2006

## Office of School Readiness

### NATURAL ENVIRONMENT SURVEY

CHILD'S NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ DOE: \_\_\_\_\_  
 EXAMINER: \_\_\_\_\_ POSITION: \_\_\_\_\_  
 RESPONDENT: \_\_\_\_\_ RELATIONSHIP TO THE CHILD: \_\_\_\_\_  
 EDUCATIONAL ENVIRONMENT (Preschool/daycare/home) \_\_\_\_\_

#### **COMMUNICATION DEVELOPMENT**

**YES****NO**

- |   |     |     |
|---|-----|-----|
| 1. Does the child say at least 50 recognizable words?           | [ ] | [ ] |
| 2. Does the child say his/her first and last name?              | [ ] | [ ] |
| 3. Does the child use 2 to 3-word phrases?                      | [ ] | [ ] |
| 4. Does the child follow simple commands (come here, sit down)? | [ ] | [ ] |
| 5. Does the child point to common objects when named?           | [ ] | [ ] |
| 6. Does the child respond to simple "yes/no" questions?         | [ ] | [ ] |
| 7. Does the child make his/her wants/needs known verbally?      | [ ] | [ ] |
| 8. Does the child make his/her wants/needs known with gestures? | [ ] | [ ] |

Additional  
Information: \_\_\_\_\_

#### **ADAPTIVE BEHAVIOR/DAILY LIVING DEVELOPMENT**

**YES****NO**

- |  |     |     |
|--|-----|-----|
| 1. Does the child eat with a spoon/fork skillfully?        | [ ] | [ ] |
| 2. Does the child eat a variety of foods?                  | [ ] | [ ] |
| 3. Is child potty-trained?                                 | [ ] | [ ] |
| 4. Does the child express the need to use the bathroom?    | [ ] | [ ] |
| 5. Does the child take off/put on simple clothing?         | [ ] | [ ] |
| 6. Does the child sleep at appropriate times (nap, night)? | [ ] | [ ] |

Additional  
Information: \_\_\_\_\_

#### **SOCIAL/EMOTIONAL DEVELOPMENT**

**YES****NO**

- |  |     |     |
|--|-----|-----|
| 1. Does the child play cooperatively in groups of two to three children?       | [ ] | [ ] |
| 2. Does the child share toys with peers?                                       | [ ] | [ ] |
| 3. Does the child wait his/her turn when playing in group games?               | [ ] | [ ] |
| 4. Does the child choose to play with other children (not alone)?              | [ ] | [ ] |
| 5. Does the child help put things away?  | [ ] | [ ] |
| 6. Does the child seem overly active as compared to same aged peers?           | [ ] | [ ] |
| 7. Does the child exhibit any violent and/or aggressive behaviors (bite, hit)? | [ ] | [ ] |

Additional  
Information: \_\_\_\_\_

**MOTOR DEVELOPMENT**

	<b>YES</b>	<b>NO</b>
1. Does the child scribble on paper with a crayon/pencil?	[ ]	[ ]
2. Does the child pick up small objects using a neat pincer grasp?	[ ]	[ ]
3. Does the child open a door by turning a doorknob?	[ ]	[ ]
4. Does the child fasten clothing (button, zip, snap...) independently?	[ ]	[ ]
5. Does the child kick a ball forward without falling?	[ ]	[ ]
6. Does the child walk up/down stairs independently using a handrail?	[ ]	[ ]
7. Does the child climb on playground equipment?	[ ]	[ ]

Additional  
Information: \_\_\_\_\_

**COGNITIVE DEVELOPMENT**

	<b>YES</b>	<b>NO</b>
1. Does the child rote count 1-5?	[ ]	[ ]
2. Does the child match an object to its picture?	[ ]	[ ]
3. Does the child recognize basic colors?	[ ]	[ ]
4. Does the child name/point to at least six large body parts?	[ ]	[ ]
5. Does the child know the function of familiar objects (spoon, shoe, bed)?	[ ]	[ ]
6. Does the child attend to a learning task or story for at least 5 minutes?	[ ]	[ ]

Additional  
Information: \_\_\_\_\_